



Students' absence from school at the time of an assessment

The procedures to be followed when students are absent immediately prior to, or at the time of assessment, are covered in the School Policy for National Qualifications Framework Internal Assessment – Guidelines for Staff under 'Assessment Procedures'.

One of these procedures requires students to bring medical certificates to school as verification of the reason for their absence at the time of an assessment.

Medical Certificates for Assessment purposes

- When a student's absence from illness is prolonged (more than three school days) a medical certificate should be handed to the school office on her return to school
- Office staff give the original certificate to the Assistant Principal-Curriculum and a copy to the student's Dean
- Medical certificates are kept on file for 18 months by the Assistant Principal-Curriculum in case they are needed as part of a subsequent enquiry into a student's assessments
- The Dean alerts the student's form tutor and subject teachers to their absence. If appropriate, an assessment deadline may be extended to allow a student to complete it on her return
- Students are advised through course outlines which subjects cannot provide allowances for their absence in this way
- Staff are informed of this procedure in the Staff Handbook and as part of the Internal Assessment Guidelines for Staff document
- Students are informed of the procedure in the Student Handbook.

Copies to: Deans, Heads of Subject, Office Staff

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